



**SNOW COLLEGE**



# Snow College Policy Development Process

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Utah State Legislature: Administrative Rules  
Committee Presentation

September 7, 2017

# Why Shared Governance Matters



- Snow College is the last remaining two-year residential college in Utah
- Outstanding completion and transfer rate
- High job placement highly sought-after transfer students



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# Changes in the Policy Development Process



Administrative governance through the 1960s

Faculty/Administrative governance through the 1990s

Shared governance is the current model



# Challenge and Promise of Shared Governance



- While increased participation slows the policy making progress...

It also heightens policy success

- Faculty voices can be more vocal than other voices...

But the faculty have benefitted from student and staff members' participation



- Information overload can be a challenge...

But we learn to trust colleagues and learn more about diverse constituencies

# Code and Rules Requiring Compliance



Utah State Code, Title 53B

USHE Policies, Sections 1-9, R100-R999

Northwest Commission on Colleges and Universities

U.S. Department of Education, and Other Federal Agencies

Independent Accrediting Bodies



# How Policy Is Made at Snow College



Policy can be proposed by a standing committee, and ad-hoc working group, an office, the Board of Trustees, or an Individual

- Policy is usually reviewed and sponsored by a standing committee:

Examples include, but are not limited to Curriculum Committee, General Education Committee, Library Committee, IT Committee, Advancement and Tenure Committee, Student Success Committee, Global Engagement Committee, Service Learning Committee, Faculty Senate, Recycling Committee, Compensation Committee, Staff Committee, Athletics Committee, Student Life Committee



# College Council



All policy proposals are reviewed by the College Council

- Policy proposals come from committees
- Policy proposals come from individuals from within the College community





# College Council Membership



- College President convenes and presides over council
- Vice presidents of academics, student success, and finance and administration
- Five faculty representatives from each academic division, representing both campuses
- Faculty Senate President
- Faculty Association President
- Staff Association President
- Director of Student Success
- Student Body President



# College Council's Role In Policy Development



- Council reviews policy proposals prior to meeting
- Policy proposers are invited to meeting where they are asked to present the main purposes of the proposal and to answer council members' questions
- Council deliberates and discusses the proposal's impact and unintended consequences of the policy proposal
- Council may contact College attorney for counsel and advice
- Council may contact non-College entities who may be impacted



# College Council's Options for Taking Action



- Vote to accept with or without amendments and send out for 30-day College review
- Send policy back to proposers or committee for revision
- Reject policy proposal and submit explanation to proposers
- Delay vote for more discussion and delibe



# After the 30 Day Review



- If there are no substantial comments, amendments, or objections, the proposal is sent to the Board of Trustees
- If there are substantial comments, proposed amendments, or significant objections, the proposal is reviewed again by College Council. The proposal may be:



- Sent back to the committee or proposer
- Revised by College Council and sent out for an additional 30 day review

# The Board of Trustees



- Policy proposals are received one-week prior to meeting
- The appropriate Trustees committee discusses the policy, asks questions of proposal representatives and makes a recommendation to the Committee of the Whole
- The Committee of the Whole approves, rejects or sends back policy for revision



# Publication of Approved Policies



- Posted on internal website
- Electronic notification to impacted offices and departments
- Notification to outside parties that may be impacted
- May be a required review legislated to take place at a given period of time





Policies are permanently posted on the policy page of the college website according to category:

Advancement Policies

Mail

Employment Policies

Employee Privileges

General Information

Faculty Review

Discrimination/Grievance/Complaints

Information Security

Personnel

Leave Policies

Programs and Payroll

Faculty Hiring

Governance

# Policy Feedback and Revision



Policies are updated on a regular basis:

- Changes are encouraged by stakeholders, audits, code changes
- Committees are charged to regularly review their constitutions
  - Group or individual charged with rewrite
  - Appropriate offices and committees review
  - Proposed changes go to College Council
  - Proposed changes go out for 30 day review
  - Proposed changes sent to Trustees
  - Trustee approval







Thank you!

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